To Start:
Go to your **Institution Portal** and sign in with your LDAP signon. Once you are in your Institution Portal click on the Connect ND link. Follow the instructions as stated below.

**North Dakota University System Portal**

**Signing into the ConnectND Portal**

1. Type in your **User ID** and **Password** from your ConnectND security letter.

   The **User ID** will likely have a W and 7digit number.

   The **Password** will have a combination of letters and numbers. *It is case sensitive.*

   For the first time signing in you will want to make sure your **Caps Lock are on.**

2. Type in your **Current** password. Type in the **New** password and **Confirm** it. Click **OK** and you are done.

   The password will need to be an **alphanumeric** (a combination of letters and numbers) **password** with at least 8 characters. It is case sensitive and will take effect the next time you sign into the portal.
1. Click on Change or Set Up Forgotten Password Help link.

2. Click on the magnifying glass to see the choices of help questions.

3. Click on the Look Up button.

4. Choose the question you want for your hint or type in your own question in the question box for your hint.

5. Type the answer to the question in the Response field and click OK.
1. Click on **Edit Email Addresses**.

2. Check the box in the **Primary Email Account**.

3. Use the drop down in the **Email Type** and choose **Campus**.

4. In the **Email Address** type in your campus email address.

5. Click **OK**.

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To see your academic information, account summary and other student related information click on **Student Self Service** and then **Learner Services**.

To see your academic information such as your class schedule and course catalog information, click on **Academics**.

To see your financial information such as your financial aid or account summary, click on **Finances**.
What To Do If You Forget Your Password

1. Click on the **Forgot My Password** link

2. Type in your **User ID** and click on **Continue**.

3. Type in your response to the question you set up as a hint. Click on **Email New Password**. Sign out of the portal and go to your email account to see the new computer generated password that has been sent.

4. You will receive a message that looks something like the following:

   **Greetings, from the ConnectND Campus Connection Portal.**

   You have requested that a new, randomly generated password be sent to you.

   Keep this password save and confidential. It allows access to all applications that are available to your personal profile.

   Use the following web address. In the SIGNON box directly under the Enterprise Menu, login with your assigned User ID and the delivered password. (Case is important for both User ID and password, so take care to enter it correctly).

   http://studentadmin.connectnd.us

   Your password has been set to NY9GCRRY. (example)

   After you have logged in, you can proceed to the link in the Enterprise Menu column labeled 'My System Profile'. Here, you can change the password, as well as choose a different 'Forgot My Password' Hint Question and Response (in the rare chance that you would ever forget your password).

   If you are still using the default Hint Question and Response, it is HIGHLY recommended that you select or create a new one.

   Anything sent to the sender address of this email will not be acknowledged. If you are having problems logging in, or have a comment or suggestion to make, contact the NDUS Campus Connection Help Desk.

   NDUS Help Desk
   (866) 457-6387
   help.desk@nodak.edu